

20 January 1959

OFFICE OF PERSONNEL MEMORANDUM NO. 1-140-5

SUBJECT: Organization and Functions of the Office of Personnel

The attached materials describe the organization and functions of the Office of Personnel and provide a directory to assist other Agency components in referring questions and problems to the proper unit within the Office of Personnel.

1. Attachment 1 is the organization chart for the Office of Personnel.

2. Attachment 2 contains the functional statements for the several Divisions within the Office of Personnel and the names of key officials.

3. Attachment 3 contains the names of the key officials within the Office of Personnel and the positions they occupy.

4. Attachment 4 is a directory to assist callers in referring routine matters to the individual normally handling Office of Personnel responsibility for the subject at hand. If the individual listed is not available, there is ordinarily another person in the same office who will be able to deal with the question. Questions of a policy or precedent-making nature or matters of special sensitivity may be referred to the cognizant Division or Branch Chief or to the immediate office of the Director of Personnel.

5. Attachment 5 is a directory of the Clandestine Services Personnel Division to assist callers in referring matters to the individual normally handling the subject at hand.

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*[Redacted Signature]*  
Gordon M. Stewart  
Director of Personnel

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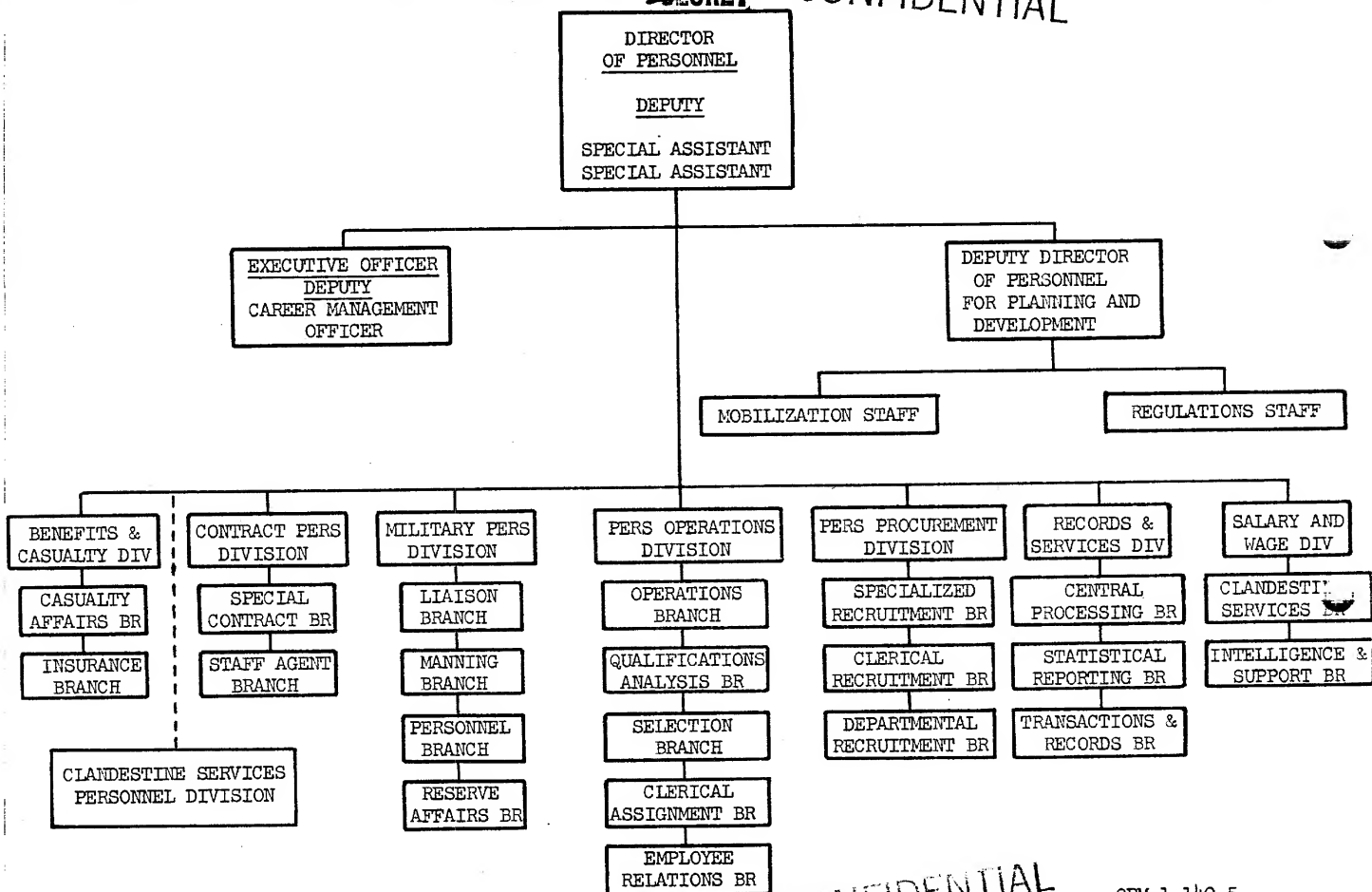
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OPM 1-140-5  
(Attachment 1)

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## OFFICE OF PERSONNEL

### FUNCTIONAL STATEMENT

#### Director of Personnel

The Director of Personnel is responsible for the development and administration of an Agency-wide personnel program, including formulating and recommending policies, regulations, and standards which shall govern the administration of personnel throughout the Agency; advising and assisting administrative and operating officials on all matters of personnel administration; inspecting, reviewing and evaluating all phases of personnel management activity wherever performed in the Agency for compliance with policies, regulations and standards for adequacy of personnel programs at all levels of the Agency; representing the Agency on civilian and military personnel matters with other Government organizations; and conducting research in the field of personnel management as required in support of operational programs.

#### Deputy Director of Personnel for Planning and Development

Responsible for providing assistance and advice to the Director of Personnel in the formulation, development and coordination of policies, regulations, practices and standards governing personnel management throughout the Agency; development of plans and recommendations to meet the Agency's long-range manpower requirements, to establish the personnel reserve program, and for the mobilization of manpower in the event of a national emergency; review and evaluation of Agency personnel management practices for compliance with regulations and recommendation of appropriate action where indicated; administration of the Agency's career development programs; implementation of Agency regulations for acquiring and retaining membership in the Career Staff, including recommendations as to criteria for the evaluation of the abilities, capabilities and deficiencies of personnel in order to determine their suitability for selection into the Career Staff; and provision of secretariat service and administrative support to the CIA Career Council, the CIA Selection Board and the Honor Awards Board as required of the Director of Personnel in his relation to these bodies.

#### Contract Personnel Division

Responsible for recommending policy standards governing Agency contracts for personal services and certain other special contracts required in support of covert operations; for preparing and executing such contracts; for the review of all field contracts submitted to Headquarters; for the

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## FUNCTIONAL STATEMENT (Cont'd)

development of policies relating to Staff Agency personnel and the complete personnel processing of such personnel, including preparation of Letters of Appointment; for preparing Letters of Authorization for military details; for preparing special integree agreements; for recommending policy standards for special allowances and for granting and reviewing all such allowances.

### Personnel Procurement Division

Responsible for the execution of an overt and covert personnel procurement program to meet Agency-wide personnel needs. This includes the development and exploitation of leads and sources of qualified personnel and the establishment of appropriate lead/source registers for current and future use; the maintenance of a [ ] recruitment staff together with appropriate facilities to discover, interview and evaluate employment of Division-sponsored recruitment activity.

### Personnel Operations Division

Responsible for conducting a comprehensive program for the assignment and development of Agency personnel, including initial selection and in-service reassignment. The Division provides close support and assistance to the Agency's career components in the selection, assignment, rotation, development and utilization of personnel; participates in the development of over-all personnel policies, procedures, standards and regulations, and is responsible for the review and approval of all personnel action requests in conformance with Agency policies and regulations. The Division also provides a personnel counseling service and a program of employee services.

### Benefits and Casualty Division

Responsible for operating, for security reasons, a comprehensive program including life, health and accident, hospitalization, and air travel insurance for Agency personnel which encompasses the issuance of insurance policies, collection of premiums, adjustment of claims, and liaison with underwriters; processing claims submitted in accordance with the provisions of the Federal Employees' Compensation Act and the Central Intelligence Agency Act in connection with injury or death of Agency employees; processing retirement claims for service credit, refund, disability or age retirement with the Civil Service Commission; processing all cases of Agency personnel within the scope of the Missing Persons Act; and administrative control of all casualty (serious injury, illness or death) cases arising among Agency employees, including notification of next-of-kin, preparation of letters of condolence, coordination of necessary action with other Agency components, etc.

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FUNCTIONAL STATEMENT (Cont'd)

Records and Services Division

Responsible for processing official personnel actions and maintaining official records of Agency personnel; preparation of most correspondence with applicants; maintaining statistical records and preparing necessary statistical reports; operating a central processing service for personnel performing official travel; and participating in the development of over-all personnel policies, procedures, standards, and regulations.

Salary and Wage Division

Responsible for providing an Agency-wide program of position classification and wage administration; participates in the development of over-all personnel policies, procedures, standards, and regulations; allocates Agency and NSC positions; develops classification standards and qualification requirements; performs wage administration activities governing all departmental and field positions; and provides position evaluation service and guidance pertaining to salaries of various associate personnel.

Military Personnel Division

Responsible for the procurement, assignment, administration, and disposition of military personnel detailed to the Agency from the Department of Defense; participates in the development of over-all personnel policies, procedures, standards, and regulations; conducts necessary liaison with appropriate components of the Department of Defense; and prepares and maintains the necessary records pertaining to military personnel.

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